



Title: VI, Systems Access Manual

Chapter: 6, Travel and Transportation, Section 2, Travel System Data Entry Procedures for Personal Computer (PC-TRVL)

Bulletin: PCTRVL 03-1, Release of PC-TRVL Version 1.08E and Updating Travel System (TRVL) Tables

Date: May 27, 2003

To: PC-TRVL Users

Version 1.08E of Travel System Data Entry Procedures for Personal Computer (PC-TRVL) software is now available from the National Finance Center's (NFC's) Download Center on the Web (<http://www.nfc.usda.gov>). This new software accommodates the use of fiscal year 2003 dates. The PC-TRVL mileage rate update is also available from the NFC Download Center. Additionally, users are reminded to regularly update Travel System (TRVL) per diem rate tables.

Downloading PC-TRVL Software

Instructions for downloading PC-TRVL software are provided below.

Note: If you do not have a user ID and password, you must complete and submit Form AD-1128, Request For Electronic Downloading Of Software From NFC, according to the instructions on the form. This form can be printed from the Download Center on NFC's Web site (<http://www.nfc.usda.gov>) at the Request a User ID and Password link. The completed form may be submitted to NFC by either mail or fax.

To download PC-TRVL software:

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.
3. Click **[here]** under General Access Files to review special instructions on use of PC-application files.
4. Click **[Return to the Download Center]** and complete the steps provided for downloading the software.

Updated Mileage Rates

Amendment 112 revised the Federal Travel Regulation (FTR) to change the mileage allowance (rate per mile) for advantageous use of a privately owned automobile, motorcycle, or airplane as described below.

	Old Rate	New Rate
Automobile	36.5 cents per mile	36.0 cents per mile
Motorcycle	28.0 cents per mile	27.5 cents per mile
Airplane	97.5 cents per mile	95.5 cents per mile

Updating TRVL Per Diem Rates

PC-TRVL users are reminded that Table Management (TMGT) Table 87, TRVL Per Diem Rates, is updated periodically. To ensure that you are using the most current rates for TRVL processing, please update the per diem table in your PC-TRVL software on a regular basis.

Downloading PC-TRVL Rate Tables

To download the Mileage Rate Updates or Travel Per Diem Rates, follow the instructions below.

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.
3. Click *Mileage Rate Update File 1 of 2 (0.2KB)*, *Mileage Rate Update File 2 of 2 (1KB)*, or *Travel Per Diem Rates in Dbase Format* (as appropriate) to download the mileage rates or per diem rates to the PC-TRVL default directory (C:\NFCTRAV).
4. Follow the Setup Screen instructions under Installing the PC-TRVL and PC-to-PC Connectivity Software in the PC-TRVL procedure to access the PC-TRVL setup screen. When [Esc] is pressed to exit the setup screen, the table files are re-indexed and default CONUS is updated in the per diem table. **Note**: Repeat Step 3 to download the second mileage rate table when updating the PC-TRVL mileage rate tables.
5. Follow the instructions in the PC-TRVL procedure to access PC-TRVL.
6. Follow the Table Maintenance instructions in the PC-TRVL procedure to access the new per diem table and ensure that the data was properly loaded.

The PC-TRVL procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. The **Latest Update Information** section at the beginning of the procedure provides a summary of the update. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter or List by Acronym/Name, and then search for PC-TRVL on the list provided. If you prefer a printed copy and are unable to print

from the Web, you can request a printed copy by submitting Form AD-1083, Request for Action for Procedures/Reports, to the address or fax number printed on the form.

Please refer questions about PC-TRVL to customer support personnel at **504- 255- 4851**. Refer questions about this bulletin to the Quality Assurance Branch at **504- 255- 5322** or via e-mail at nfc.pvct@usda.gov.

A handwritten signature in black ink that reads "William C. Alexander, Jr. for". The signature is written in a cursive, flowing style.

CHARLES L. WALLACE, Director
Controller Operations Division